

LEGAL PROCESSING SUPERVISOR II
Supplemental Application
Announcement Number 04-028

This form must be submitted with the Superior Court of California, County of San Bernardino Employment Application.

This supplemental application and the regular Court application will be the basis for a competitive evaluation of qualifications. Only the highest rated candidates will receive further consideration. A résumé will not substitute for this form.

On separate paper, please describe in detail, but as concisely as possible, your experience and accomplishment in each of the following areas. Your responses should be one page or less for each area. Specify the employer, position held and dates when describing experience.

1. Assigning, supervising and coordinating the work of the court or courtroom; supervising the preparation of the court calendar; and ensuring the effectiveness of workflow.
2. Training, evaluating and assisting in the selection and discipline of employees; coaching and mentoring subordinate staff; designing court-related training programs and serving as trainer for such programs.
3. A specific example of a complex problem or unusual situation that you managed related to improving Court operations in a district, division or section.
4. Working on court-related committee projects and your role on those committees.
5. Analyzing a court section, (i.e. Civil Section), workgroup or work flow for the purpose of recommending improvements in the efficiency or effectiveness of the section, workgroup or work flow.

CERTIFICATE OF APPLICANT: I certify that all statements made in this application and supplemental application are true and complete to the best of my knowledge. I understand that any false statements of material facts will subject me to disqualification or dismissal.

Name (print): _____ Social Security Number: _____

Signature: _____ Date: _____